

## PERSONNEL

### Nongroup Employees Vacation

Nongroup employees who are employed on the basis of twelve (12) months a year and work twenty (20) hours or more a week shall earn paid vacation time as follows:

#### Levels 4-13

Upon employment: .833 of a day earned for each full month of employment (equivalent to 10 days per full year employment), accruable to 20 days.

1.25 of a day earned for each full month of employment after 49 months of continuous employment (equivalent to 15 days per year), accruable to 30 days.

1.67 of a day earned for each full month of employment after 155 months of continuous employment (equivalent to 20 days per year), accruable to 40 days.

#### Levels 14-21

Upon employment: .833 of a day earned for each full month of employment (equivalent to 10 days per full year of employment), accruable to 20 days.

1.25 of a day earned for each full month of employment after 36 months of continuous employment (equivalent to 15 days per year), accruable to 30 days.

1.67 of a day earned for each full month of employment after 60 months of continuous employment (equivalent to 20 days per year), accruable to 40 days.

#### Levels 22-26

Vacation shall be accrued in accordance with School Board approved terms and conditions of employment.

An employee may use earned vacation time provided it is first approved by their immediate supervisor and/or building principal and then submitted to the appropriate district administrative official for final approval. Accrued vacation time must be taken. Proper planning for the use of accumulated vacation time and any loss of such time through nonuse will be the responsibility of the employee.

All vacation time is effective July 1 or prorated to July 1.

Vacation is prorated for twelve months part-time employees who work twenty (20) hours or more per week.

This policy supersedes all previous SBR 200-20-3.